



CITY OF SAN DIEGO

PURCHASING DIVISION
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Bid No. 6888-05-Y

REQUEST FOR BID

Bid Opening Date: July 28, 2004
@ 2:30 p.m.

Subject: Furnish the City of San Diego with **COMPLETE LANDSCAPE MAINTENANCE OF THE DESIGNATED MEDIANS, RIGHTS-OF-WAY, MINI-PARKS, OPEN SPACE, AND AREAS WITHIN THE PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT**, as may be required for a period of two (2) years from date of award, with options to renew for three (3) additional one (1) year periods, in accordance with the attached specifications.

LICENSE REQUIRED: C-27 STATE OF CALIFORNIA CONTRACTOR'S LICENSE.

NOTE: MANDATORY PRE-BID CONFERENCE AND SITE INSPECTION – SEE PAGE 7 FOR DETAILS.

Company _____	Name _____ [PRINT OR TYPE]
Federal Tax I.D. No. _____	Signature* _____
Street Address _____	Title _____
City _____	Date _____
State _____ Zip Code _____	
Tel. No. _____ Fax No. _____	<i>*Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.</i>
E-Mail _____	

ONLY BIDS WITH AN ORIGINAL SIGNATURE
WILL BE ACCEPTED.

This cover page must be completed and submitted as part of your bid.

If your firm is not located in California, are you authorized to collect California sales tax? ☐ YES ☐ NO

If YES, under what Permit # _____

NOTE: The City of San Diego is subject to State Sales and Use Tax, but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. Do not include Federal Excise or Sales Tax in your Bid.

If you are a Vendor located in the City of San Diego, a 1% sales tax refund to the City will be considered in evaluation of your bid.

Cash discount terms _____% _____days.
[Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

State delivery time required: _____ days after receipt of order.

The following addenda are acknowledged and incorporated in this submittal: _____

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

NATALIE ETHRIDGE/cp4, Procurement Specialist
Phone: (619) 533-4086 Facsimile: (619) 236-5904
E-mail: NEthridge@sandiego.gov

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I. PRICING

A. SUMMARY OF SCHEDULED TASKS

Category	Est. Qty.	U/M	Description	Cost Per Unit	Cost Per Category Per Month	Total Cost Per Category Per Year
II	175,353	SQ FT	Street Medians Landscape with Trees, Shrubs, and Groundcover.	\$	\$	\$
II(A)	163,396	SQ FT	Street Medians - Unplanted (Hardscaped Areas).	\$	\$	\$
III	102,932	SQ FT	Street Medians - Paved.	\$	\$	\$
V	77,260	SQ FT	Rights-of-Way Landscaped with Trees, Shrubs, and Groundcover.	\$	\$	\$
V(A)	591,540	SQ FT	Rights-of-Way Undeveloped.	\$	\$	\$
IX	87	ACRE	Natural Open Space.	\$	\$	\$
IX(A)	64,720	SQ FT	Malier - Open Space Lot.	\$	\$	\$
X	75,858	SQ FT	Mini-Park Landscaped with Trees, Shrubs, and Groundcover.	\$	\$	\$
X(A)	32,400	SQ FT	Mini-Park Hardscape and Play Area.	\$	\$	\$
XI	173,027	LIN FT	Gutters.	\$	\$	\$
XIII	15,123	SQ FT	Rancho Penasquitos Library Landscaped with Turf, Trees, Shrubs, and Groundcover.	\$	\$	\$
XIII(A)	34,812	SQ FT	Rancho Penasquitos Library - Hardscape.	\$	\$	\$
XIV	9	EA	Bus Stops.	\$	\$	\$
TOTAL SECTION A:						\$

B. EXTRAORDINARY LABOR

Est. Qty.	U/M	Description	Cost Per Hour	Total Cost
300	HR	Extraordinary Labor	\$	\$

NOTE: The cost of the three hundred (300) hours of extraordinary labor will be added to the bid price to determine the overall low Bidder.

TOTAL SECTIONS A & B: \$_____

II. TERMS AND CONDITIONS

A. MANDATORY PRE-BID CONFERENCE AND SITE INSPECTION

All Bidders must attend the pre-bid conference and site inspection of the proposed maintenance site. The pre-bid conference will be held at the Rancho Penasquitos Library, 13330 Salmon River Road, San Diego, CA 92129, on Wednesday, July 14, 2004 at 10:00 a.m. The site inspection will be scheduled in conjunction with the pre-bid conference.

Bids will not be accepted from Bidders who do not attend the mandatory pre-bid conference and site inspection, or from Bidders who arrive after the pre-bid conference has started.

Bidders are responsible for verifying site conditions and size of areas to be serviced. Failure to do so will not relieve the Contractor of their responsibility to perform in accordance with these specifications. No additional compensation or relief from any obligations of the contract will be granted because of lack of knowledge of the site.

By submitting a bid, Bidder acknowledges that they are relying on their own examination of the work site and have the capability to fulfill the contract requirements; and are knowledgeable of all other data and matters requisite to the fulfillment of the contract.

The information provided by the City is not intended to be a substitute for, or a supplement to the independent verification by the Bidder to the extent such independent investigation of site conditions is deemed necessary or desirable by the Bidder. Bidder acknowledges that he has not solely relied upon City furnished information regarding site conditions in preparing and submitting a bid.

For further information contact Cory Peterson, Contract Administrator, at (619) 685-1356. Allow two (2) hours for the pre-bid conference and site inspection.

B. SCHEDULE OF TASK COSTS INSTRUCTIONS

Bidders shall submit a one (1) time total cost for labor and materials for each of the tasks to be performed under this contract as listed in Section II, paragraph C, Schedule of Task Costs. Enter hourly labor rate, time required to accomplish the specified task one (1) time, and multiply to produce the Labor Cost, add the Materials Cost which will provide the total cost for performing the task one (1) time.

Example of how Section II, paragraph C, Schedule of Task Costs must be completed:

<u>TASK DESCRIPTION</u>	<u>LABOR COSTS</u>	<u>MATERIALS COST</u>		<u>TOTAL ONE (1) TIME COST</u>		<u>YEARLY FREQUENCY</u>		<u>YEARLY COST</u>
Litter Removal:	\$10.00 x 1 hr = \$10	+ \$1.00	=	\$11.00	x	26	=	\$286.00

Labor costs shall include all costs required to place and keep maintenance personnel on the job site, including but not limited to payroll and insurance costs. **Material costs shall include** the cost of materials plus any costs associated with transporting the materials to the job site. All material costs must be stated as such and shall not be included in the labor cost.

The information contained in the one (1) time cost breakdowns will be reviewed to determine a responsible bid. Bidder's may be required to justify their one (1) time cost based on the City's estimate of reasonable time to perform specific tasks and materials required. The City reserves the right to reject any bid when, in its opinion; the Bidder can not perform the contract in accordance with the specifications herein.

The information in Section II, paragraph C, Schedule of Task Costs, may be used to determine amounts withheld for non-performance when inspections by City staff indicate a specified task was not performed.

C. SCHEDULE OF TASK COSTS FOR PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT

All cells must be filled out. If no cost, enter a zero (0). Failure to complete all cells may be cause for rejection.

Category II: Street Medians Landscape with Trees, Shrubs, and Groundcover. Approximately 175,353 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY II:	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Irrigation Inspection				52	\$
• Litter Removal				52	\$
• Weed Removal				12	\$
• Edging				12	\$
• Pruning – Trees				4	\$
• Pruning – Shrubs and Groundcover				12	\$
• Fertilization - Complete				4	\$
• Fertilization – Organic				2	\$
• Mulch Replacement				1	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATERGORY II: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY II: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category II(A): Street Medians - Unplanted (Hardscaped Areas).
Approximately 163,396 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY II(A):	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Litter Removal				52	\$
• Weed Removal				12	\$
• Sweeping – Paved Medians				12	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATERGORY II(A): \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY II(A): \$_____

(Enter bid price on page 5.)

Category III: Street Medians - Paved. Approximately 102,932 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY III:	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Litter Removal				52	\$
• Weed Removal				12	\$
• Sweeping – Paved Medians				1	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATERGORY III: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY III: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category V: Rights-of-Way Landscaped with Trees, Shrubs, and Groundcover. Approximately 77,260 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY V:	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Irrigation Inspection				52	\$
• Litter Removal				52	\$
• Weed Removal				12	\$
• Edging				12	\$
• Pruning – Trees				4	\$
• Pruning – Shrubs and Groundcover				12	\$
• Fertilization - Complete				4	\$
• Fertilization – Organic				2	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY V: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY V: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category V(A): Rights-of-Way Undeveloped.
Approximately 591,540 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY V(A):	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Litter Removal				52	\$
• Weed Removal				12	\$
• Pruning				12	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY V(A): \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY V(A): \$_____

(Enter bid price on page 5.)

Category IX: Natural Open Space. Approximately 87 acres.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY IX:	Hourly Rate X Time				
• Supervisory Inspection				12	\$
• Litter Removal				3	\$
• Weed Removal – Rights-of-Way				12	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY IX: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY IX: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category IX(A): Maler - Open Space Lot. Approximately 64,720 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY IX(A):	Hourly Rate X Time				
• Supervisory Inspection				1	\$
• Cleaning Maler Lot				1	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATERGORY IX(A): \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY IX(A): \$_____

(Enter bid price on page 5.)

Category X: Mini-Park Landscaped with Trees, Shrubs, and Groundcover. Approximately 75,858 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY X:	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Irrigation Inspection				52	\$
• Litter Removal				104	\$
• Weed Removal				12	\$
• Pruning – Trees				4	\$
• Pruning – Shrubs and Groundcover				12	\$
• Fertilization - Complete				4	\$
• Fertilization – Organic				2	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATERGORY X: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY X: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category X(A): Mini-Park Hardscape and Play Area.
Approximately 32,400 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY X(A):	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Litter Removal				104	\$
• Weed Removal				12	\$
• Sweeping – Sidewalk				12	\$
• Mulch Maintenance				104	\$
• Mulch Replacement				1	\$
• Safety Inspection – Playground Equipment				260	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY X(A): \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY X(A): \$_____

(Enter bid price on page 5.)

Category XI: Gutters. Approximately 173,027 lin. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY XI:	Hourly Rate X Time				
• Supervisory Inspection				12	\$
• Sweeping – Gutters				12	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY XI: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY XI: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category XIII: Rancho Penasquitos Library Landscaped with Turf, Trees, Shrubs, and Groundcover. Approximately 15,123 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY XIII:	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Irrigation Inspection				52	\$
• Litter Removal				156	\$
• Weed Removal				12	\$
• Mowing and Edging Turf				52	\$
• Edging				12	\$
• Pruning – Trees				4	\$
• Pruning – Shrubs and Groundcover				12	\$
• Aerification				2	\$
• Fertilization - Complete				4	\$
• Fertilization - Organic				2	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY XIII: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY XIII: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category XIII(A): Rancho Penasquitos Library – Hardscape.
Approximately 34,812 sq. ft.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY XIII(A):	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Litter Removal				156	\$
• Weed Removal				12	\$
• Sweeping – Sidewalk				52	\$
• Sweeping – Parking Lot				12	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY XIII(A): \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY XIII(A): \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

Category XIV: Bus Stops. Approximately 9 each.

TASK DESCRIPTION	LABOR COST	MATERIALS COST	TOTAL ONE (1) TIME COST	YEARLY FREQUENCY	YEARLY COST
CATEGORY XIV:	Hourly Rate X Time				
• Supervisory Inspection				52	\$
• Litter Removal				52	\$
• Weed Removal				12	\$
• Pruning - Trees				4	\$
• Fertilization - Trees				2	\$
• Irrigation - Trees				42	\$
• Sweeping				52	\$

YEARLY TOTAL OF ALL TASK COSTS FOR CATEGORY XIV: \$_____

(The yearly total of all task costs should not exceed 90% of the total bid price per year.)

TOTAL BID PRICE PER YEAR FOR CATEGORY XIV: \$_____

(Enter bid price on page 5.)

NOTE: To determine the yearly task cost for each category, multiply the one (1) time task cost by the yearly service frequency for that particular task, then add all task totals together.

D. LICENSES

	License Number	Expiration Date	Name
State of California Contractor License	Class: No.:		
Pest Control Applicator			
Pest Control Advisor			
City of San Diego Business License			

E. SUBMITTALS

1. BID SUBMITTAL

Bids must be returned in a sealed envelope to the Purchasing Division, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The bid number and opening date/time must be referenced on the outside of the envelope (lower left corner). Bids must be received by the Purchasing Reception Desk prior to bid opening at 2:30 p.m. on bid opening date. **Faxed bids will not be accepted.**

The original and one (1) copy of bid, including any attachments, shall be submitted.

2. SUBMITTALS REQUIRED WITH BID

Failure to provide the required submittals with the bid may be cause for the bid to be rejected as non-responsive.

- a. Contractor's License Information (as specified in Section III, paragraph E, item 1).
- b. Bidder's References (as specified in Section III, paragraph E, item 1).
- c. Bidder's Statement of Subcontractors (as specified in Section III, paragraph E, item 1).
- d. Bidder's Statement of Available Equipment (as specified in Section III, paragraph E, item 1).
- e. Bidder's Statement of Financial Responsibility (as specified in Section III, paragraph E, item 1).
- f. Contractor Information Form (use form on page 67).
- g. Certification Survey (use form on page 68).

3. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the bid to be rejected as non-responsive.

- a. Insurance requirements as specified in Section II, paragraph J.
- b. Taxpayer Identification Number (W-9) as specified in Section II, paragraph R, if not currently on file.

4. SUBMITTALS REQUIRED PRIOR TO COMMENCEMENT OF WORK

Prior to commencement of work, the following must be submitted to the Contract Administrator.

The Work Schedule (use forms on pages 69 - 75).

F. AWARD

This contract will be awarded to the responsive and responsible Bidder whose bid conforms to the solicitation and is considered to be most advantageous to the City, price and other factors considered. Factors to be considered may include, but are not limited to Bidder's qualifications, experience performing work of comparable size and scope, references, equipment, the operational requirements of the City, and any other factors which are in the City's best interest.

G. AWARD NOTIFICATION

The City will notify all Bidders, in writing, of its intent to award the bid.

H. CONTRACT PERIOD

The initial contract shall be for a period of two (2) years with options to renew for three (3) additional one (1) year periods.

During the initial two (2) year contract period, an automatic increase equal to the average percentage variant for the previous twelve (12) months in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the San Diego area, not to exceed 5%, will be granted on the first anniversary of the contract.

Total bid price shall be for one (1) year only.

I. OPTION TO RENEW

After the initial two (2) year contract period, the City may desire to exercise an option to renew the contract up to three (3) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of contract. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days of the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void.

The City's initial letter offering the Contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

If an increase is requested, the Bidder must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City and the City reserves the right to accept or reject. **The City will not grant option year increases which exceed the average percentage variant for the previous twelve months in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the San Diego area as published by the Bureau of Labor Statistics, or 5.0%, whichever is less.**

Would the Bidder accept the option to renew, subject to the above stated conditions?

☐ YES ☐ NO

Failure to submit or complete the above section will be construed to mean that Bidder is willing to accept the option to renew, subject to the stated conditions.

This section will not be considered in the evaluation for award.

The City may also desire to extend a contract on a month-to-month basis upon expiration of the current contract period under the terms and conditions of the current contract unless modified in writing. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed in writing prior to the expiration of the contract period.

J. INSURANCE REQUIREMENTS

All required insurance will be submitted to Purchasing within ten (10) days of provisional award. **Failure to provide the insurance certificates within the time frame specified by the City shall be cause for the bid to be rejected as non-responsive.** Insurance shall be maintained by the Contractor in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

All policies must have a **thirty (30) day non-cancellation clause** giving the City thirty (30) days prior written notice in the event a policy is canceled.

At the end of each contract year, the City reserves the right to review insurance requirements and to require more or less insurance depending upon assessment of the risk of exposure, the Vendor's past experience, and the availability and affordability of increased liability insurance coverage.

Insurance coverage must be from an insurance carrier licensed in the State of California and rated "A" or better by the A.M. Best Key Rating Guide.

The following coverage is required:

- **Commercial General Liability** for a minimum of one million dollars each occurrence (\$1,000,000.00 EO). **The City of San Diego must be named as an additional insured on the certificate.**
- **Automobile Liability** for a minimum of one million dollars combined single limit (\$1,000,000.00 CSL). **The City of San Diego must be named as an additional insured on the certificate.**
- **Workers' Compensation** coverage in accordance with the laws of the State of California. **Policy must contain a Waiver of Subrogation of Rights against the City of San Diego.**

K. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, protect, and hold City and its agents, officers, and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to City's or Contractor's employees, agents, or officers which arise from, or are connected with, or are caused, or claimed to be caused by the acts, or omissions of Contractor and its agents, officers, or employees in performing, providing, manufacturing, or supplying the work, services, product, or equipment relating to this bid, and all expenses of investigating and defending against same; provided, however, that Contractor's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its agents, officers, or employees.

Notwithstanding anything herein to the contrary, the services provided under this contract will not give rise to, nor will be deemed or construed so as to confer any rights on any other party as a third party beneficiary or otherwise.

L. SUSPENSION CLAUSE

Due to circumstances beyond the control of the City, such as “Acts of God” (e.g., floods, earthquakes, etc.) or abandonment of site, (e.g., through sale, easements or transfer of ownership) it may be necessary for the City to suspend all, or a portion, of the remaining contract. The Contractor shall be notified in writing immediately of said suspension. Monthly invoices from the Contractor to the Contract Administrator shall be for the regular amount less that portion of the contract which has been suspended.

M. CONTRACT MODIFICATIONS

At any time during the contract, the City reserves the right to add or delete square feet and/or linear feet to or from the district inventory of area to be maintained under the provisions of this contract at the cost per square foot and/or per linear foot in effect at the time of such action. All amendments to the contract require written authorization from the Purchasing Agent.

The contract specifications may be modified with the joint approval of the Contractor and the Purchasing Agent. All modifications shall be confirmed in writing prior to implementation.

N. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated September 12, 2001, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid/proposal and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing Division by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid/proposal.

In the event of any conflict between the City of San Diego General Provisions and the terms and conditions included in this bid/proposal, the terms and conditions of this bid/proposal shall prevail.

O. ADDENDA

It is the Bidders’ responsibility to ensure that all addenda issued are incorporated in their bid submittal.

Failure to acknowledge and incorporate addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of the specifications for price bid.

P. EXCEPTIONS

If a Bidder/Proposer takes any exception to any part of these specifications as written, or as amended by any Addenda subsequently issued, or the General Provisions, they must do so in writing. Said exceptions must be submitted with the bid/proposal. Failure to do so will be construed as acceptance of all provisions of the specifications and General Provisions.

Q. BID RESULTS

Bid results **will not** be given out over the phone. To obtain bid results, either (1) attend the bid opening or (2) provide a self-addressed stamped envelope referencing the bid number. Envelopes may be submitted with the bid, or mailed directly to the Purchasing Division. They will be kept on file until the bid opens and the extensions are verified. Bid tabulations will generally be mailed to requester within **three (3) working days** after the bid opening to review bid tabulation.

R. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

I.R.S. regulations require the City of San Diego to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide services or products to the City of San Diego. This information is necessary to complete Form 1099 at the end of each tax year.

In order to comply with I.R.S. regulations, the City of San Diego requires each Vendor to provide a Form W-9 prior to award of contract. Failure to provide a completed Form W-9 within three (3) business days of the City's request may result in a bid being declared non-responsive and rejected.

S. AUDIT AND INSPECTION OF RECORDS

The Contractor, and any Subcontractors, shall make available upon request all records which in the opinion of the City Auditor are necessary to conduct an audit of this contract. Such records may include invoices, materials, payrolls, personnel records, and other data relating to all matters covered by this contract. The Contractor and Subcontractors shall retain such data and records for a period of not less than three (3) years following receipt of final payment. The Contractor shall make available all requested data and records at reasonable locations within the City or County of San Diego, at any time during normal business hours, and as often as the City deems necessary. If records are not made available within the City or County of San Diego, the Contractor shall pay the City's travel costs to the location where the records are maintained. Failure to make requested records available for audit by the date requested will result in immediate termination of contract.

T. ASSIGNMENT OF CONTRACT

Contractor shall not assign this contract or any right or interest hereunder, without prior written consent of the City.

U. DRUG-FREE WORKPLACE POLICY

All City projects are subject to City of San Diego Council Policy No. 100-17, Drug-Free Workplace. This policy requires that all City construction contractors, consultants, grantees, and providers of non-professional services provide a drug-free workplace in accordance with the provisions contained therein.

The Drug-Free Workplace Policy is available online at www.sandiego.gov/purchasing or via request from the Purchasing Division by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent, and requirements of said policy; acknowledge said policy is incorporated as part of this bid/proposal; certify that they have a drug-free workplace program in place that complies with said policy; and that Subcontractor agreements for this bid/proposal contain language which indicates the Subcontractor's agreement to comply with this policy.

V. AMERICANS WITH DISABILITIES ACT

Every person or organization awarded a contract, lease, or grant by the City of San Diego acknowledges and agrees that they are aware of and will comply with Council Policy 100-04, adopted by Resolution No. 282153 relating to the federally mandated Americans with Disabilities Act (ADA). Contractors and Subcontractors will be individually responsible for their own ADA program.

In compliance with Council Policy 000-03, adopted by Resolution No. 279130, sign language or oral interpreting services are available at pre-bid meetings and bid openings with a five (5) business day notice to Purchasing at (619) 236-6000 or email at Purchasing@sandiego.gov.

W. EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Contractor shall also ensure that their Subcontractors comply with the City's Equal Employment Opportunity Program. Contractor agrees to be bound by the City Of San Diego Equal Opportunity Ordinance (Municipal Code Chapter II, Article 2, Division 27).

Contractor shall submit a Work Force Report or an Equal Employment Opportunity Plan, within five (5) days of being notified by the Purchasing Division.

For questions regarding the City's Equal Employment Opportunity Program, contact the Equal Opportunity Contracting Office at (619) 533-4464.

X. NONDISCRIMINATION IN CONTRACTING

Contractor shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of Subcontractors, Vendors, or Suppliers. Contractor shall provide equal opportunity for Subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions. This language shall also be included in construction contracts between the Contractor and any Subcontractors, Vendors, and Suppliers.

As part of its bid proposal, Bidder shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Bidder in a legal or administrative proceeding alleging that Bidder discriminated against its employees, Subcontractors, Vendors, or Suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

Upon the City's request, Contractor agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of names of all Subcontractors, Vendors, and Suppliers that Contractor has used in the past five (5) years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by Contractor for each subcontract or supply contract. Contractor further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance (Municipal Code Sections 22.3401 - 22.3417). Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Contractor up to and including contract termination, debarment, and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance. Contractor further understands and agrees that the procedures, remedies, and sanctions provided for in the Nondiscrimination Ordinance apply only to violations of said Nondiscrimination Ordinance.

For questions regarding the City's Nondiscrimination in Contracting Ordinance, contact the Equal Opportunity Contracting Office at (619) 533-4464.

Y. DEFINITIONS

Where “as directed”, “as required”, “as permitted”, “approved”, “acceptance”, or words of similar import are used, it shall be understood that the direction, requirement, permission, approval, or acceptance of the Contract Administrator is intended unless otherwise stated. As used herein “provide” shall be understood to mean “provide complete in place”, that is, “furnish and install”; the word “site” as used hereinafter shall be understood to mean the location receiving the service. “Contract Administrator” shall be construed to mean the Deputy Director or designated City representative(s) assigned to oversee the contract. “Contractor” shall be held to mean the Successful Bidder, Bidder or Proposer awarded the contract, and/or any person employed by the Contractor working under this contract. The use of the words “shall” and “may” shall be understood to mean mandatory and permissive respectively. The use of the word “pruning” shall include the practices sometimes referred to as “trimming”.

III. GENERAL REQUIREMENTS

A. SCOPE

Complete landscape maintenance of designated areas as specified herein. During and at the end of the maintenance period, all plant material shall be in a healthy, growing condition. The Contractor shall provide all equipment, labor, and materials necessary for performing landscape maintenance and irrigation services according to the following specifications.

B. CONTRACT SITE LOCATIONS

Sites to be maintained under the terms of this contract are listed below:

- Azuaga Street right-of-way (north side only), from Rancho Penasquitos Boulevard to the end of the street.
- Black Mountain Road from State Highway 56 to Carmel Valley Road.
- Carmel Mountain Road from Interstate15 to Via Panacea.
- Penasquitos Open Space (designated areas only).
- Penasquitos Drive from Carmel Mountain Road to Alamazon Street.
- Rancho Penasquitos Boulevard from Interstate15 to Carmel Mountain Road.
- Rancho Penasquitos Public Library.

C. SERVICE FREQUENCIES

Category II: Street Medians Landscaped with Trees, Shrubs, and Groundcover.

Supervisory Inspection

The non-working supervisor shall inspect all areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.

Inspection shall be performed on Monday.

Irrigation Inspection	Once a week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Administrator.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Once a week, on Monday, to keep all areas litter free.
Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
Edging	Once a month, edge curbs, sidewalks, and all fixtures (e.g. valve boxes, quick couplers, gate valves, walls, lights, etc.). All edging must be perpendicular to the hard surface and not removed from it. Chemical edging is unacceptable.
Pruning - Trees	Four (4) times a year, in January, April, July, and December, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Once a month, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs shall not exceed 36" in height and groundcovers not to exceed 18" in height.
Fertilization – Complete	Four (4) times a year, in January, *May, *September, and November, to promote healthy plant growth. * Soil Buster must be used in conjunction at half the normal rate.
Fertilization – Organic	Two (2) times a year, in March and July, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Tree Replacement	As deemed necessary by Contract Administrator to replace plant material damaged or killed due to Contractor's negligence.
Mulch Replacement	Once a year, 25 cubic yards of walk-on bark must be purchased and spread. Walk-On Bark: Butler's Mill, Inc., Shredded Bark, or equal. Submit sample and specification for approval by Contract Administrator. Landfill mulch is unacceptable.

Category II(A): Street Medians - Unplanted (Hardscaped Areas).

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.
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Inspection shall be performed on Monday.

Litter Removal	Once a week, on Monday, to keep all areas litter free.
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Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
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Sweeping – Paved Medians	Once a month, to keep areas free of dirt, sand, and other debris. Blowers shall not be used.
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Category III: Street Medians - Paved.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.
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Inspection shall be performed on Monday.

Litter Removal	Once a week, to keep all areas litter free.
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Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
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Sweeping – Paved Medians	Once a year, to keep areas free of dirt, sand, and other debris. Blowers shall not be used.
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Category V: Rights-of-Way Landscaped with Trees, Shrubs, and Groundcover.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours. Inspection shall be performed on Monday.
Irrigation Inspection	Once a week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Administrator.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Once a week, on Monday, to keep all areas litter free.
Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
Edging	Once a month, edge curbs, sidewalks, and all fixtures (e.g. valve boxes, quick couplers, gate valves, walls, lights, etc.). All edging must be perpendicular to the hard surface and not removed from it. Chemical edging is unacceptable.
Pruning - Trees	Four (4) times a year, in January, April, July, and December, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Pruning – Shrubs and Groundcover	Once a month, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs shall not exceed 36" in height and groundcovers not to exceed 18" in height.
Fertilization – Complete	Four (4) times a year, in January, *May, *September, and November, to promote healthy plant growth. * Soil Buster must be used in conjunction at half the normal rate.
Fertilization – Organic	Two (2) times a year, in March and July, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Administrator to replace plant material damaged or killed due to Contractor's negligence.

Category V(A): Rights-of-Way Undeveloped.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours. Inspection shall be performed on Monday.
Litter Removal	Once a week, on Monday, to keep all areas litter free.

Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
Pruning	Once a month, to prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.

Category IX: Natural Open Space.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a month and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.
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Inspection shall be performed on Monday.

Litter Removal	Three (3) times yearly, in January, May, and September, to keep all areas litter free.
Weed Removal – Rights-of-Way	Once a month, first week of the month, to maintain areas in a weed free condition.

Category IX(A): Maler – Open Space Lot.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a year and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.
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Inspection shall be performed on Monday.

Cleaning Malor Lot	Once a year, to remove unwanted brush, grass, low, or hanging tree limbs, rock, trash, and debris.
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Category X: Mini-Park Landscaped with Trees, Shrubs, and Groundcover.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.
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Inspection shall be performed on Monday.

Irrigation Inspection	Once a week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Administrator.
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Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
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Litter Removal	Two (2) times a week, on Monday and Thursday, to keep all areas litter free.
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Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
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Pruning - Trees	Four (4) times a year, in January, April, July, and December, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
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Pruning – Shrubs and Groundcover	Once a month, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs shall not exceed 36" in height and groundcovers not to exceed 18" in height.
Fertilization – Complete	Four (4) times a year, in January, *May, *September, and November, to promote healthy plant growth. * Soil Buster must be used in conjunction at half the normal rate.
Fertilization – Organic	Two (2) times a year, in March and July, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Administrator to replace plant material damaged or killed due to Contractor's negligence.

Category X(A): Mini-Park Hardscape and Play Area.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours. Inspection shall be performed on Monday.
Litter Removal	Two (2) times a week, Monday and Thursday, to keep all areas litter free.

Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
Sweeping – Sidewalk	Once a month, to keep sidewalk/walkways and brow ditch free of dirt, sand, leaves, and other debris.
Mulch Maintenance	Two (2) times a week, Monday and Friday, to maintain play area free of glass and debris. Rake, twice a week, to maintain a smooth and even surface.
Mulch Replacement	Once a year, 20 cubic yards of walk-on bark must be purchased and spread. Walk-On Bark: Butler's Mill, Inc., Shredded Bark, or equal. Submit sample and specification for approval by Contract Administrator. Landfill mulch is unacceptable.
Safety Inspection – Playground Equipment	Once a day, Monday through Friday, to inspect playground area for litter, glass, and broken playground equipment. Remove litter, glass, and other debris from the area. Any damage to or malfunction of playground equipment shall be made usable and reported to Contract Administrator within twenty-four (24) hours.
Category XI: Gutters.	
Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a month and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours. Inspection shall be performed on Monday.
Sweeping – Gutters	Once a month, to keep gutters free of dirt, sand, leaves, and other debris. Mechanical sweepers are acceptable and/or by broom only. Blowers shall not be used. All debris must be removed from site.

Category XIII: Rancho Penasquitos Library Landscaped with Turf, Trees, Shrubs, and Groundcover.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours. Inspection shall be performed on Monday.
Irrigation Inspection	Once a week, all systems (including drip) are to be thoroughly inspected to ensure complete electronic operation and proper distribution of water. An irrigation checklist shall be completed as each system is inspected. The checklists will be provided and must be submitted weekly to the Contract Administrator.
Maintenance and Repair of Irrigation Systems	As needed, to ensure proper operation of irrigation systems.
Litter Removal	Three (3) times a week, Monday, Wednesday, and Friday, to keep all areas litter free.
Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
Mowing and Edging Turf	Once a week, to rake and/or sweep to remove mowing clippings must be done every mowing. Sidewalks will be swept in conjunction to mowing. Blowers may be used, if operated in a reasonable manner.
Edging	Once a month, to edge curbs, sidewalks, and all fixtures (e.g. valve boxes, quick couplers, gate valves, walls, lights, etc.). All edging must be perpendicular to the hard surface and not removed from it. Chemical edging is unacceptable.

Pruning - Trees	Four (4) times a year, in January, April, July, and December, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Pruning – Shrubs and Groundcover	Once a month, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs and to prevent blockage of irrigation system components and patterns. Shrubs shall not exceed 36" in height and groundcovers not to exceed 18" in height.
Aerification	Two (2) times a year, in May and April, to promote healthy plant growth.
Fertilization – Complete	Four (4) times a year, in January, *May, *September, and November, to promote healthy plant growth. * Soil Buster must be used in conjunction at half the normal rate.
Fertilization – Organic	Two (2) times a year, in March and July, to promote healthy plant growth.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Administrator to replace plant material damaged or killed due to Contractor's negligence.

Category XIII(A): Rancho Penasquitos Library - Hardscape.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.
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Inspection shall be performed on Monday.

Litter Removal	Three (3) times week, Monday, Wednesday, and Friday, to keep all areas litter free.
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Weed Removal	Once a month, first week of the month, to maintain hardscape areas in a weed free condition.
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Sweeping – Sidewalk	Once a week, to keep sidewalk/walkways free of sand, dirt, and other debris.
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Sweeping – Parking Lot	Once a month, to keep areas free of dirt, sand, and other debris. Blowers shall not be used.
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Category XIV: Bus Stops.

Supervisory Inspection	The non-working supervisor shall inspect <u>all</u> areas under the contract a minimum of once a week and submit a written punch list of deficiencies. All major problems shall be reported to the Contract Administrator within twenty-four (24) hours.
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Inspection shall be performed on Monday.

Litter Removal	Once a week, on Monday, to keep all areas litter free.
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Weed Removal	Once a month, first week of the month, to maintain areas in a weed free condition.
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Pruning - Trees	Four (4) times a year, in January, April, July, October, to shape, train, and prevent encroachment into public thoroughfare/sidewalk or into other plant material, and to ensure clear visibility of all street signs and traffic signals. All sucker growth is to be removed as it appears. Prune to correct hazards and to remove all dead, diseased, or damaged limbs, as well as those limbs crossing or competing.
Fertilization – Trees	Two (2) times a year, in March and October, to promote healthy plant growth. Fertilizer plant tablets. Fertilizer must be watered in thoroughly.
Irrigation - Trees	Once a week, March through October, and bi-weekly, November through February.
Pest Control	Prompt remedial action as necessary to maintain plant material in optimum condition.
Fungicide or other Special Treatment	Prompt remedial action as necessary to maintain plant material in optimum condition.
Plant Replacement	As deemed necessary by Contract Administrator to replace plant material damaged or killed due to Contractor's negligence.
Sweeping	Once a week, to keep hardscape free of sand, dirt, and other debris. Blowers may be used if operated in a reasonable manner.

D. QUALITY OF WORK

All work shall be performed in accordance with the best landscape maintenance practices, and shall be in keeping with the high aesthetic level of the facilities being maintained. The Contract Administrator shall periodically inspect all maintenance operations and approve or reject the work performed and methods or materials used.

E. CONTRACTOR'S RESPONSIBILITIES

1. Experience/Qualifications

Bidders are required to demonstrate successful performance of grounds maintenance work of similar size and scope as required of this contract in the past three (3) years. Bidders must also demonstrate that they are properly equipped to perform the work of this contract.

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

- a. Contractor's License Information (use form on page 18).
- b. Bidder's References (use form on page 63).
- c. Bidder's Statement of Subcontractors (use form on page 64).
- d. Bidder's Statement of Available Equipment (use form on page 65).
- e. Bidder's Statement of Financial Responsibility (use form on page 66).

The City reserves the right to reject any bid when, in its opinion; the Bidder cannot perform the contract in accordance with specifications contained herein.

2. Local Office

A company representative, authorized to discuss matters related to this contract, must be available during normal business hours, Monday through Friday. An answering service in conjunction with a pager for the designated company representative would fulfill this requirement. A mobile telephone shall not fulfill the requirement for a local office. **All calls from the Contract Administrator shall be returned within a one (1) hour period.**

3. Emergency Calls

The Contractor shall have the capability to receive and to respond immediately to calls of an emergency nature during normal working hours and outside of normal working hours. Calls of an emergency nature received by the Contract Administrator shall be referred to the Contractor for immediate disposition.

Emergency calls relating to irrigation shall be referred to the Contractor. A twenty-four (24) hour emergency telephone number shall be provided by the Contractor for this purpose.

4. License and Permits

To perform the work described in these specifications, the Bidder must hold a C-27 State Contractor's License. Any Contractor holding a different license who feels qualified to bid on this work must notify the City Purchasing Agent in writing at least seven (7) days prior to the bid opening. A review of the job will be made, and the City's decision as to the propriety of such license will be final.

Any person supervising the use of pesticides, herbicides, or rodenticides must possess a valid Qualified Applicator's Certificate for Category B. The Contractor must also hold a Pest Control Advisor's License or retain the services of a licensed Pest Control Advisor, and must be registered with the County Agriculture Commission. The Contractor must possess the above licenses prior to submitting their bid.

The Contractor must possess a City of San Diego Business License prior to award of contract.

5. Compliance with the Law

The Contractor shall comply with all applicable Federal, State of California, County and City of San Diego laws and regulations.

6. Subcontractors

All persons assigned to this contract, including Subcontractors, will be considered as employees of the Contractor and the Contractor shall be held directly responsible for their work.

7. Responsibility for Damages

The Contractor shall be responsible for all damages to people and/or property that occur as a result of the fault or negligence of Contractor or Contractor's employees in connection with the performance of this work.

Landscape personnel will immediately report any hazards, damages, defects, leaks, power outages, or any other problems or irregularities to the Contract Administrator.

8. Staffing

Supervision. The Contractor shall furnish sufficient supervisory and working personnel capable of promptly accomplishing on schedule, and to the satisfaction of the Contract Administrator, all work required under this contract during the regular and prescribed hours.

A minimum of one (1) qualified field supervisor shall be on the job at all times work is being performed to provide the necessary supervision to ensure work is completed as specified under the contract. This field supervisor must have at least three (3) years of experience with implementing and maintaining habitat enhancement projects and personnel, on a site of comparable acreage and plant material. A resume of the assigned field supervisor must be submitted upon request. Payroll records may be utilized to verify experience. The field supervisor must be employed by the successful Bidder at the time this contract is awarded. Any changes in field supervisors must be submitted in writing to the Contract Administrator.

In addition, the supervisor shall inspect all areas under the contract a minimum of once a week. These inspections shall include a written punch list (to be completed by the non-working supervisor) of deficient items and dates of correction. Punch lists are to be given to the Contract Administrator on a weekly basis. Date and time to be determined by the Contract Administrator upon award.

Physical Ability to Perform Work. All such personnel shall be physically able to do their assigned work.

Proper Conduct. The Contractor and his/her employees shall conduct themselves in a proper and efficient manner at all times and shall cause the least possible annoyance to the public.

Uniforms. Landscaping staff shall work in neat and clean uniforms. The Contractor will furnish their employees with a shirt, or some other type of upper body wear, bearing the company's identification (a safety vest with the company identification on back will be considered as an adequate company identifier). Appropriate uniform shall be worn at all times, while on the job site. Failure to do so may result in termination of contract.

Removal of Employee. The Contract Administrator may require the Contractor to remove from the work site any employee(s) deemed careless, incompetent, or otherwise objectionable, whose continued employment on the job is considered to be contrary to the best interest of the City of San Diego.

Communication Skills. Contractor shall ensure that all on-site supervisors can communicate in English both verbally and in writing. Supervisor will be capable of completing, in English, legible written forms and will be capable of understanding oral and/or written instructions in English.

9. Repairs to Existing Facilities

- a. All portions of existing structures or facilities, including irrigation systems, which are damaged or altered in any way as a result of the performance of work under this specification during the term of the contract shall be repaired or replaced in kind and in an approved manner. All work of this kind shall be performed by the Contractor at no cost to the City, and shall be as directed by the Contract Administrator.

Repairs to facilities shall be made immediately after damage or alteration occurs, unless otherwise directed. A comprehensive testing and check of all irrigation systems shall be made approximately thirty (30) days prior to the end of the contract, and any repairs deemed the responsibility of the Contractor shall be made by the Contractor prior to the end of the contract. If repairs are not made by the Contractor to the satisfaction of the Contract Administrator, deductions shall be made from the contract payment in the amount to cover the cost of repairs, as determined by the Contract Administrator.

- b. All portions of existing structures or facilities, including irrigation systems, which are damaged or altered by vandalism or theft shall, as directed by the Contract Administrator, be repaired or replaced in kind and in an approved manner. All work of this kind shall be performed by the Contractor.
Authorization from the Contract Administrator must be obtained before repairs to the facilities are made, unless otherwise directed. The City will pay for materials and labor due to vandalism.
- c. The Contract Administrator shall be notified within twenty-four (24) hours of any damage caused by accident, vandalism, or theft. Time and date stamped voice mail is available on a twenty-four (24) hour basis.
- d. The Contractor shall keep controller and valve boxes clear of soil and debris and shall maintain the irrigation system at no additional cost to the City, including replacement, repair, adjustment, raising or lowering, straightening and any other operation required for the continued proper operation of the system from the “cold” side of the water meter throughout the work site. Repair or replacement includes, but is not limited to: sprinkler system laterals (piping), sprinkler mains (pressure lines), vacuum breakers, sprinkler control valves, sprinkler controllers, sprinkler heads, sprinkler caps, sprinkler head risers, valve covers, boxes and lids (including electrical pull boxes and lids), valve sleeves and lids, quick coupler valves, and hose bibs. Any replacement must conform to the type and kind of existing system. Any deviation must be approved in writing by the Contract Administrator.

- e. The City will pay for repairs to facilities damaged by vandalism or theft upon receipt of an approved invoice from the Contractor itemizing the labor and materials involved. Compensation for materials shall be the wholesale cost of the items involved plus ten percent (10%) for the Contractor's cost of handling. Compensation for labor shall be for the allowable repair times specified below using the labor rate specified on the proposal form.

<u>Repairs to Sprinkler Irrigation Systems and Water Lines</u>	<u>Allowable Repair Time</u>
Broken lateral sprinkler line (surface)	0.5 hour
Broken lateral sprinkler line (subsurface)	1.0 hour
Damaged auto-sprinkler valve	1.5 hours
Damaged gate valve, manual control, or quick coupler valve	0.5 hour
Replace sprinkler head and/or riser (if digging required) and subsurface sprinkler	0.25 hour
Does not include screw on shrub heads	
Replace solenoid or bleed plug	0.25 hour

10. Maintenance of Controller Cabinets and Battery Numbers

The Contractor shall be responsible for maintaining the painted surfaces of irrigation and lighting controller cabinets as well as the corresponding automatic irrigation battery numbers on the lids of the automatic control valve boxes. Contractor shall be responsible for light bulb replacements in controller cabinets, as necessary.

11. Operation of Automatic Irrigation Controllers

Where the operation of automatic irrigation controllers is required as part of this contract, the Contractor shall:

- a. Not duplicate any coded City key furnished by the City of access and operation of the controller.
- b. Surrender all keys furnished by the City, promptly at the end of the contract period, or at any time deemed necessary by the Contract Administrator to prevent serious loss to the City of San Diego.
- c. Protect the security of the City's property by keeping controller cabinet and building doors locked at all times.
- d. Refrain from using premises behind locked doors for storage of materials, supplies, or tools except as approved by the Contract Administrator.

12. Plant Material Replacement

The Contractor shall notify the Contract Administrator within four (4) days of the loss of plant material due to any cause.

- a. The Contractor shall supply the labor and all materials to replace any tree, shrub, groundcover, or other plant which is damaged or lost as a result of Contractor's faulty maintenance or negligence. The size and species of replacement plant materials shall be as directed by the Contract Administrator.
- b. Any plant damaged or lost through vehicular damage, theft, or vandalism shall be replaced in kind and size as pre-approved by the Contract Administrator. The City will pay for labor at the Contractor's extraordinary labor rate. Plant materials shall be reimbursed to the Contractor upon submission of purchase receipts.
- c. In order to ensure maximum healthy growth and overall aesthetic appearance of planting in the work area, it may be desirable to replace certain plants. The necessity of desirability of such plant replacement shall be determined by the Contract Administrator. Labor will be paid at the Contractor's extraordinary labor rate. Plant materials shall be reimbursed to the Contractor upon submission of purchase receipts.

13. Safety Requirements

All work under this contract shall be performed in such manner as to provide maximum safety to the public and, where applicable, to comply with all safety standards required by OSHA. The Contract Administrator reserves the right to issue restraint or cease and desist orders to the Contractor when unsafe or harmful acts are observed or reported relative to the performance of the work under this contract.

14. Hazardous Conditions

The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from Contractor's operations. Any hazardous conditions noted by the Contractor which are not a result of the Contractor's operations shall be immediately reported to the Contract Administrator.

15. Hazardous Wastes Disposal Procedure

In all areas covered by this contract, the Contractor and/or Contractor's subordinate staff, upon finding illegally dumped debris which might reasonably be considered hazardous to the health and/or safety of Contractor's staff, the public, the landscape environment and/or adjacent properties, shall adhere to the following procedures:

1. Cordon off the area where the material has been found, to the extent possible.

2. Immediately call 911 (Fire Department) and provide all relevant information possible:
 - a. Finder's name and company;
 - b. Specific location of material;
 - c. Try to determine:
 - (1) Number, size, and types of containers
 - (2) Description of labels
 - (3) Spillage to soil, pavement, water
 - (4) Description: solid, liquid, color
 - (5) Any danger to public
3. Inform the appropriate supervisor and the City Contract Administrator as soon as possible.
4. Remain at site until the Fire Department arrives.
5. Do not move, touch, or sniff any of the material.

16. Use of Chemicals

The Contractor shall submit sample labels and Material Safety Data Sheets for all chemical herbicides, rodenticides, and pesticides proposed for use under this contract for approval by the Contract Administrator. Materials included shall be limited to chemicals approved by the State of California Department of Agriculture. The use of any chemical shall be based on the recommendations of a licensed pest control advisor. Annual PCA Pesticide Recommendations are required for each pesticide proposed to be used under this contract for this specific site and shall be submitted to the Contract Administrator. The use of chemicals shall conform to the current San Diego County Department of Agriculture regulations. No chemical herbicide, rodenticide, or pesticide shall be applied until its use is approved, in writing, by the Contract Administrator as appropriate for the purpose and area proposed.

A Monthly Pesticide Use Report shall be submitted monthly with the Contractor's invoices for payment. This report shall include a statement of all applications of herbicides, rodenticides, and pesticides, detailing the chemical used, undiluted quantity, rate of application, are in which used, applicator's name and the date and purpose of the application. For months in which no pesticides are applied, state "No Pesticide Used" on the Monthly Pesticide Use Report.

17. Litter

a. Contractor Generated Trash

The Contractor shall promptly remove all debris generated by Contractor's pruning, trimming, weeding, edging and other work required in the specifications of this contract. Immediately after working in areas of public streets and park walks, gutters, driveways, and paved areas, the Contractor shall clean them with suitable equipment.

b. Litter Pick-Up

In all areas covered by this contract, litter, including bottles, glass, cans, paper, cardboard, fecal matter, leaves, branches (any type and regardless of size), metallic items, cigarette butts, and other debris, shall be removed as shown in the Service Frequencies Schedule. The Contractor shall be responsible for paying any and all fees associated with the disposal of debris or trash accumulated under the terms of this contract.

c. Hazardous Litter

Hazardous litter, including but not limited to wire, broken glass, jagged metal, and similar kinds of litter, shall be immediately picked up and removed from the site by the Contractor upon notice or observation thereof.

F. FAILURE TO PERFORM SATISFACTORILY

It is agreed and understood that if the Contractor fails to perform the work as specified herein, the City will pay only for the amount of service actually received, as determined by the Contract Administrator, with an appropriate downward adjustment in contract price. Such adjustments may be in accordance with the Pricing Page or the Schedule of Task Costs provided herein by the Contractor.

The City shall provide inspection of the work area to ensure that maintenance is adequate and that all work complies with these specifications. Discrepancies and deficiencies will be noted on Field Inspection Notices (FIN) and shall be corrected within the time frame specified. If the Contractor fails to take corrective action within the noted time frame on the Field Inspection Notice, the City may withhold payment and/or proceed with termination of the contract. Billing adjustments for unsatisfactory service shall be a permanent retention of the estimated monthly cost for work that is incomplete or deficient as stated herein.

When negligence on the part of the Contractor results in excessive use or waste of irrigation water, the estimated cost of this water shall be deducted from the contract payment. Any monetary fines or other damages assessed to the City for failure to follow water conservation regulations imposed by the State of California, the County Water Authority, or other legal entity will be the responsibility of the Contractor unless cause to the contrary is substantiated to the satisfaction of the Contract Administrator.

G. PAYMENTS WITHHELD

The City may withhold payment to such extent as may be necessary to protect the City from loss due to:

1. Work required in the specifications which is defective, incomplete, or not performed.
2. Claims filed against the City for damage caused by the Contractor's acts or omissions, or reasonable evidence indicating probable filing of such claims.
3. Failure of the Contractor to make payments properly to Subcontractors for materials or labor.
4. A reasonable doubt that the contract can be completed for the balance then unpaid.

H. TERMINATION OF CONTRACT

Should the Contractor fail to meet the specifications of this contract or perform the specifications in a manner deemed by the City to be unsatisfactory, the City may proceed with termination of the contract as stated under General Provisions, Section 45.

I. METHOD OF PAYMENT/MONTHLY REPORTS

The Contractor will be paid monthly, in arrears, for work performed satisfactorily under this contract. By the first of each month, the Contractor shall submit a detailed invoice and report of maintenance performed and materials used in the prior month. Billing shall be in accordance with the awarded contract prices, allowing for City approved adjustments if any.

A Monthly Pesticide Use Report shall also be submitted in accordance with Section III, paragraph E, item 16, Use of Chemicals. This report shall accompany the above invoice.

J. EXTRAORDINARY LABOR

All extraordinary labor must be approved in writing by the Contract Administrator prior to commencement of work. Contractor shall not be paid for extraordinary materials or labor that has not been authorized in writing by the Contract Administrator.

K. GRAFFITI

Contractor may charge extra for materials to remove or eradicate graffiti. Graffiti shall be addressed by the Contractor within forty-eight (48) hours of notice or observation. The Contractor shall notify the Contract Administrator and receive an Extra Labor Authorization prior to removing the graffiti.

L. WATER CONSERVATION

Water conservation shall be diligently practiced. Irrigation shall be done in a manner to minimize run-off or other wastage. Failure to properly manage and conserve water resources may result in deductions or other penalties. The Contractor shall turn off irrigation systems during periods of rainfall and at such other times when suspension of irrigation is desirable to conserve water and to remain within the guidelines of good horticulturally acceptable landscape maintenance practices.

M. IRRIGATION WATER - COSTS

The City of San Diego shall bear all the costs for water used in the maintenance of sites covered by this contract, with the exception of negligent water waste, which will be charged to the Contractor.

N. STORM WATER POLLUTION REGULATIONS

All Contractors shall comply with San Diego Municipal Code Section 43.0301, Storm Water Management Discharge Control, and any and all Best Management Practice guidelines and pollution elimination requirements as may be established by the Enforcement Official, in performing or delivering services at City owned, leased, or managed property, or in performance of services and activities on behalf of the City of San Diego regardless of location.

IV. LANDSCAPE MAINTENANCE SPECIFICATIONS

A. SCOPE

Complete landscape maintenance of all contract areas including, but not limited to, irrigation, pruning, shaping, and training of trees, shrubs, turf, and groundcover plants; fertilization; litter control; weed control; control of all plant diseases and pests; mowing; edging; renovation and aerification; sweeping; maintenance and repairs of picnic and playground equipment, pathways, irrigation, and drainage systems; and all other maintenance required to maintain the areas included in this contract in safe, attractive and useable condition and to maintain the plant material in good condition with horticulturally acceptable growth and color.

B. SCHEDULING OF WORK

The Contractor shall accomplish all normal landscape maintenance required under this contract between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday. Exceptions may be made to normal working hours where incidence of use may be too great during the hours specified to allow for proper maintenance. The Contract Administrator may grant, on an individual basis, permission to perform contract maintenance at other hours. No maintenance functions that generate excess noise, e.g., operations of power equipment which would cause annoyance to residents of the area, shall be commenced before 8:00 a.m. The Contractor shall establish an annual schedule of work to be followed in the performance of this contract.

The Work Schedule (included in Section VI, Forms) must be completed and submitted to the Contract Administrator prior to the commencement of work on this contract. Any changes in scheduling shall be reported, in writing, to the Contract Administrator immediately. This schedule shall include routine work as well as infrequent operations such as fertilization and pruning.

The Contractor shall conduct the work at all times in a manner which will not unreasonably interfere with pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets.

In addition, a special notification listing exact start date for fertilization, renovation, aerification, and other infrequent operations shall be furnished to the Contract Administrator at least ten (10) working days in advance of performing these operations.

C. METHOD OF PERFORMING WORK

1. Irrigation

Irrigation shall be done by the use of automatic, mechanical sprinkler systems where available and operable; however, failure of the existing irrigation system to provide full and proper coverage shall not relieve the Contractor of the responsibility to provide adequate irrigation with full and proper coverage to all areas.

In those areas where a manual sprinkler system (including drip) is installed, the Contractor shall once a week, thoroughly inspect the operation of the system for any malfunction. The Contractor shall advise the Contract Administrator within twenty-four (24) hours of those malfunctions.

The Contractor shall maintain all sprinkler systems in such a way as to guarantee proper coverage and full working capability, and shall make whatever adjustments may be necessary to prevent excessive run-off into street rights-of-way or other areas not meant to be irrigated.

All areas not adequately covered by a sprinkler system shall be irrigated by a portable irrigation method. The Contractor shall furnish all hoses, nozzles, sprinklers, etc. necessary to accomplish this supplementary irrigation. Care shall be exercised to prevent water waste, erosion, and/or detrimental seepage into existing underground improvements or structures. The cost of wasted water may be charged to Contractor as explained in Section III, paragraph K.

Irrigation shall be accomplished as follows:

- a. Landscaped improved banks and slopes shall be irrigated Monday through Thursday as required to maintain horticulturally acceptable growth and color, and to encourage deep rooting.
- b. Shrub beds shall be irrigated as required to maintain horticulturally acceptable growth and color, and to promote deep rooting. Shrub areas shall be irrigated at a rate which keeps surface runoff to a minimum. The irrigation rate shall be adjusted to the needs of shrub types, seasons and weather conditions.
- c. Newly Planted Trees, Shrubs, and Groundcover shall receive special attention until these plants are established. Adequate water and fertilizer shall be applied to promote normal, healthy growth. Proper berms or basins shall be maintained during the establishment period.

2. Pruning Shrubs and Groundcover Plants

All shrubs and groundcover plants growing in the work areas shall be pruned as required to maintain plants in a healthy, growing condition; to maintain plant growth within reasonable bounds; and to prevent encroachment of passage ways, walks, streets, or view of signs; or encroachment in any manner deemed objectionable by the Contract Administrator. Dead or damaged limbs shall be removed with sharp pruning tools, with no stubs remaining. Any pruning cut which exceeds 2" in diameter shall be sealed with an approved pruning paint when required by the Contract Administrator. Pruning shall be done so as to permit plants to grow naturally in accordance with their normal growth characteristics except where box hedging is required by the Contract Administrator. Shearing, hedging or severe pruning of plants, unless authorized by the Contract Administrator, shall not be permitted. Growth regulators shall not be used.

3. Tree Maintenance

- a. All trees shall be maintained in their natural shapes. Pruning shall be performed in such a manner as to promote the best growth habits, appearance, and health of the tree, and to prevent encroachment which blocks vision or is in any manner deemed undesirable by the Contract Administrator. The Contractor shall, as part of this contract, be responsible for tree pruning that can be accomplished with a 12' pole saw by a worker standing on the ground. Trees shall not be topped. The Contractor shall bring to the attention of the Contract Administrator within twenty-four (24) hours any tree that shows signs of root heaving or leaning, or is in any manner a safety hazard.

The Contractor shall be responsible for the complete removal and replacement of those trees lost due to Contractor's faulty maintenance or negligence, as determined by the Contract Administrator. Replacement shall be made by the Contractor in the kind and size of tree determined by the Contract Administrator. Where there is a difference in value between the tree lost and the replacement tree, the difference will be deducted from the contract payment. In all cases, the value of the tree lost shall be determined by the Contract Administrator, using the latest International Society of Arboriculture (I.S.A.) guidelines for value determination.

- b. All newly planted trees shall be securely staked with two (2) "lodge pole" type stakes placed on opposite sides of the tree, outside the root ball, and secured to the tree with at least two (2) flexible rubber tree ties.
- c. Tree ties shall be inspected regularly to ensure against girdling and abrasion.

- d. Trees and shrubs that are uprooted and/or broken due to storms, regardless of size, shall be up righted immediately, if possible. If this is not possible, they shall be removed immediately (including roots) and the holes must be filled. The Contractor shall be responsible for paying any and all fees associated with the disposal of tree debris under the terms of this contract.

4. Fertilization

The Contractor shall inform the Contract Administrator at least **forty-eight (48) hours** before beginning any fertilization and shall have previously submitted a Material Safety Data Sheet (MSDS), schedule of application showing the site, date, and approximate time of application of the fertilizer. Submission of the fertilizer schedule does not release the Contractor from any of the other obligations described in this paragraph or in the following paragraphs. The fertilization schedule, regardless of its intensity, timing, or the number of sites covered daily or weekly, shall not excuse the Contractor from performing any other work regularly required under this contract.

Fertilizer shall be delivered to the site only in the original unopened containers bearing the manufacturer's guaranteed analysis. Damaged packages will not be accepted. The Contractor shall furnish the Contract Administrator with duplicate signed, legible copies of all certificates and invoices for all fertilizer to be used in this contract. The invoices must state the grade, amount, and quantity received. **Both the copy to be retained by the City and the Contractor's copy must be signed by the Contract Administrator, on site, before any material may be used.**

The Contractor may not begin the actual application until the obligations in the preceding paragraph have been complied with.

Fertilizers shall be applied at the rates specified below:

- One (1) pound of actual nitrogen per 1,000 square feet of planted area shall be applied to shrubs, vines, groundcovers, and trees as specified.

Acceptable complete fertilizers include, but are not limited to: Nitra King 22-3-9-(S), Turf Supreme 16-6-8, Turf Supreme with Best-Cote 15-5-7, and Best Super Turf (for September fertilization). Acceptable organic fertilizers include, but are not limited to, Milorganite or Gro-Power, which have been processed to remove excess levels of salt.

As deemed necessary by the Contract Administrator to achieve required results, other materials including, but not limited to, iron chelate, soil sulfur, gypsum, surfactant enzymes such as Sarvon or Naiad, etc., may be needed and shall be applied as necessary at the Contractor's expense.

Adequate irrigation shall immediately follow the application of fertilizers and/or amendments to force fertilizer material to rest directly on the soil surface. Drip irrigated areas shall be adequately hand watered using quick coupler valves and hoses to dissolve fertilizer.

Fertilization must occur in prescribed months, and shall be accomplished in a manner so as to achieve an even green. If fertilization results are patchy, remedial fertilizer must be applied immediately.

In March, Complete Best Super Turf shall be applied to all turf areas in accordance with the Service Frequencies.

5. Weed Control

Weeds shall be removed from all shrub and groundcover beds, planters, tree wells, cracks in paved areas, including sidewalks, and areas covered with ornamental rocks, as shown in Service Frequencies Schedule.

This means complete removal of all weed growth. For the purpose of this specification, a weed will be considered “any undesirable or misplaced plant”. Weeds shall be controlled by manual, mechanical, or chemical methods.

The Contract Administrator may restrict the use of chemical weed control in certain areas.

Center Island maintenance shall include the removal of weed growing in all paved or unpaved surfaces of the Center Island.

6. Disease and Pest Control

The Contractor shall regularly inspect all landscaped areas for presence of disease, insect, or rodent infestation. The Contractor shall advise the Contract Administrator within four (4) days if disease, insect, or rodent infestation is found; Contractor shall identify the disease, insect, or rodent and specify control measures to be taken. Upon approval of the Contract Administrator, the Contractor shall implement the approved control measures, exercising extreme caution in the application of all sprays, dusts, or other materials utilized.

Approved control measures shall be continued until the disease, insect or rodent is controlled to the satisfaction of the Contract Administrator. The Contractor shall utilize all safeguards necessary during disease, insect, or rodent control operations to ensure safety of the public and the employees of the Contractor, in accordance with current standard practices accepted by the State of California Department of Food and Agriculture. If Contractor is unable to control the pest or disease, a pest control company will be hired and the billing will be deducted from Contractor's monthly payment.

All individuals who supervise the mixing and application of herbicides, pesticides, and rodenticides shall possess valid Qualified Applicators Certificate for Category B issued to them by the State Department of Food and Agriculture and submit to the Contract Administrator within thirty (30) days of expiration a copy of the valid certificate.

7. Replacement of Plant Material

The Contractor shall notify the Contract Administrator within four (4) days of the loss of plant material due to any cause.

- a. The Contractor shall supply the labor and all materials to replace any tree, shrub, groundcover, or other plant which is damaged or lost as a result of Contractor's faulty maintenance or negligence. The size and species of replacement plant materials shall be as directed by the Contract Administrator.
- b. Any plant damaged or lost through vehicular damage, theft, or vandalism shall be replaced in kind and size as approved by the Contract Administrator. The City will pay for labor at the Contractor's extraordinary labor rate. Plant material shall be reimbursed to the Contractor at the wholesale cost of the plants required plus 10% for the Contractor's cost of handling.
- c. In order to ensure maximum healthy growth and overall aesthetic appearance of planting in the work area, it may be desirable to replace certain plants. The necessity or desirability of such plant replacement shall be determined by the Contract Administrator. Where such plant replacements are to be made, the City will pay for labor at the Contractor's extraordinary labor rate. Plant material shall be reimbursed to the Contractor at the wholesale cost of the plants required plus 10% for the Contractor's cost of handling.

8. Turf Grass Mowing

a. Mowing Equipment

Mowers shall be maintained so as to provide a smooth, even cut without tearing. The blade adjustment shall provide a uniform, level cut without ridges or depressions. The mower blades shall be kept sharp. Equipment shall not be allowed to create ruts or depressions in the turf.

b. Frequency

Turf shall be mowed in accordance with the Service Frequencies.

Mowing shall be performed so that no more than one-third (1/3) of the grass blade is removed during each mowing in returning the grass to the accepted height for the species of grass being mowed. Inclement weather may preclude adherence to the frequency schedule; the Contractor may request that the Contract Administrator alter mowing frequency because of rain or prolonged cold. A missed mowing cannot be “made up” by mowing twice in the subsequent week(s).

Mowing must be done in a neat pattern. Mowing patterns are to be alternated to avoid compaction of soil. All sidewalks shall be cleaned immediately after mowing. Cuttings shall be removed from all hardscape and turf areas and not blown into the street or shrub beds. Mowers shall report wet soggy areas in turf due to over watering or leaks to their supervisors immediately.

9. Turf Grass Edging

a. Method

All turf shall be edged adjacent to all improved surfaces; where no improved surfaces exist, turf edges shall be maintained if the turf area abuts a shrub bed or property line or any other area where turf delineation is required by the Contract Administrator. All edging must have a clean cut with the cut perpendicular to the hard surface and not removed from it. Edging shall include all fixtures (e.g., fire hydrants, manhole covers, meter boxes, valve boxes, quick couplers, gate valves). Chemical edging is unacceptable.

b. Frequency

All turf shall be edged as specified in Service Frequencies.

10. Turf Grass Renovation and Aerification

a. Renovation

Renovation shall be the operation approved by the Contract Administrator that removes accumulated thatch from turf areas. A schedule of equipment to be utilized by the Contractor shall be submitted to the Contract Administrator at least ten (10) days prior to beginning work. Refuse generated from renovation shall be removed from the work site no later than the day following renovation. Thatch and other debris left on the site overnight shall be completely contained in bags or burlap sheets so that it does not migrate to adjacent areas. A work schedule shall also be submitted showing the site, date, and time the actual operation is to be performed, and the Contractor shall not begin the actual renovation until approval is given by the Contract Administrator for the type of equipment and work schedule. **The Contract Administrator may delete the renovation requirement from a particular site.**

b. Aerification

All turf areas shall be aerified by core removal to a depth of 2" in accordance with the Service Frequencies. Under adverse conditions or where turf is suffering from compaction due to high use, aerification may be necessary at more frequent intervals. The frequency interval shall be as required to promote healthy, vigorous growth. A schedule of aerification equipment to be used shall be submitted to the Contract Administrator ten (10) days prior to beginning work.

In performing periodic operations as required herein, routine grounds maintenance services at the same work site such as, but not limited to, litter control, weed control, and irrigation shall continue without interruption.

11. Groundcovers

Groundcovers are low growing plants that grow in colonies to form a solid mat over the surface of the ground. They spread by rhizomes, by stolens or by roots which form at the nodes of trailing branches that come in contact with the soil. The plants give a flat or two (2) dimensional effect to the landscape; such plants include, but are not limited to, arctotheca, osteospermum, trailing gazania and lantana, ivy, trachelospermum, baccharis, and varieties of ice plant and myoporum.

a. Irrigation

All areas planted with groundcovers shall be adequately irrigated and fertilized to maintain the planting in a healthy condition. Frequent, light irrigations shall be avoided.

b. Edging

Groundcover beds shall be maintained within their intended bounds and shall not be permitted to encroach into lawns, shrub beds, sidewalks, or adjacent areas, or to encroach in any manner deemed undesirable by the Contract Administrator. Edging is to be completed as specified in the Service Frequencies and shall include all fixtures (e.g., fire hydrants, manhole covers, meter boxes, valve boxes, quick couplers, gate valves). All edging must have a clean cut with the cut **perpendicular** to the hard surface and not removed from it. Chemical edging is unacceptable.

c. Pruning

All groundcover plantings shall be thinned and pruned as necessary to maintain them within their intended bounds, and at such other times as directed by the Contract Administrator for the health of the planting and the appearance of the site.

d. Replanting

Replanting will be required to maintain the continuity of the groundcover area, and replacements shall be as approved by the Contract Administrator, according to paragraph 7, Replacement of Plant Material.

e. Cultivation

The open soil between plants shall be cultivated where the planting permits.

12. Facility Maintenance

a. Sidewalks and Paved Areas (Including Paved Center Islands)

All sidewalks and other paved surfaces shall be maintained in a safe, non-hazardous, and useable condition at all times. The Contractor shall remove fecal matter, stones, glass, paper, leaves, twigs, and all other debris from paved areas. Any damage or repairs required shall be reported within twenty-four (24) hours to the Contract Administrator. See Service Frequencies Schedule.

b. Playground Equipment

The Contractor shall maintain all play equipment in a clean and safe condition at all times. The Contractor shall remove trash, foreign substances, cobblestones, dangerous objects, and other debris from the area. Any damage to or malfunction of play equipment shall be made usable and reported within twenty-four (24) hours to the Contract Administrator.

c. Repair of Damage or Malfunction

Damage to or malfunction of any facility not specifically provided for shall be reported within twenty-four (24) hours to the Contract Administrator.

Repairs necessary to correct damage, malfunction, or an otherwise unsatisfactory condition not a result of Contractor's negligence shall be performed by the City.

13. Inspection

The Contractor shall provide comprehensive ongoing inspection of the job site(s). **This inspection shall be performed by the field supervisor as well as a non-working supervisor who shall provide the Contract Administrator with a written punch list each week of items requiring remedial action or attention together with dates when the required work will be performed. Failure to provide such a punch list will indicate that no remedial action is required and that all work has been performed in accordance with the contract specifications.**

The City shall provide continuing inspection of the work area to ensure that maintenance is adequate and that all work complies with these specifications. Discrepancies and deficiencies will be noted on Field Inspection Notices (FIN) and shall be corrected within the time frame specified. If the Contractor fails to take corrective action within the noted time frame on the Field Inspection Notice, the City may withhold payment and/or proceed with termination of the contract.

14. Site Inspection and Turnover

- a. Approximately thirty (30) days prior to the end of the contract period, the Contract Administrator will inspect the contract sites with the current Contractor to ensure that sites are turned over at the end of the contract period in a condition that conforms to the contract specifications. If a new Contractor is to perform thereafter, the new Contractor shall be a part of the inspection party. Any deficiencies found in the specified maintenance level shall be noted and presented to the current Contractor in writing. The City shall be the sole judge as to what constitutes a deficiency. The current Contractor shall correct all deficiencies noted by the end of the contract period. If the current Contractor fails to correct the noted deficiencies and turns over the contract sites in an unacceptable condition, as determined by the Contract Administrator, the City will correct the deficiencies that remain. All costs incurred by the City to correct deficiencies will be deducted from the current Contractor's final payment. The City shall be the sole judge as to what constitutes a reasonable cost for work authorized.

- b. Approximately ten (10) days after commencing work, the Contractor shall tour contract sites with the Contract Administrator. The Contract Administrator may authorize a mutually agreed upon one (1) time payment to the Contractor for correcting any the deficiencies. If payment and work are authorized, the Contractor shall bring the sites into compliance with the contract specifications and thereafter maintain them at that level.

15. Traffic Control Plans

On those occasions when the requested work requires a street, sidewalk, alley, or bikeway to be blocked, wholly or partially, the Contractor is to comply with the traffic control plans as prescribed in Chapter 5 of the Caltrans Traffic Manual Traffic Control for Construction and Maintenance Work Zones. Information and the required written notices shall be obtained from the City of San Diego Traffic Engineering Division, Plan Check Counter, 1222 First Avenue, San Diego, CA 92101, phone (619) 446-5284. The required written notice must be filed prior to commencing work in the impacted area. A sample form is included at the end of the Request for Bid.

V. SPECIFICATIONS UNIQUE TO THIS CONTRACT

1. Typical pests encountered in the Penasquitos landscape are:

- Lantana Scale,
- White Fly,
- Snails,
- Mealy Bug,
- Ceonothus Scale,
- Anthracnose,
- Mildew,
- Sooty Mold, and
- Rats.

The use of “Merit” has been instrumental in controlling the lantana scale and other hard to kill scales. Anthracnose on Sycamore Trees is prevalent but generally not addressed for trees over 40'.

2. Sweeping of gutters must be performed by a mobile street sweeper for most areas within this district. Broom sweeping should be reserved for smaller areas such as the Library and mini-park.
3. Open space litter that is to be maintained under contract may be considered to be illegal dumps, bike ramps, tree limbs, wood, rocks, etc. and removed at Contractor’s expense. Unusual amounts will be considered for reimbursements by the Contract Administrator.
4. Fertilization in this district must include “Soil Buster” in the Spring and Fall because of the compacted and non-draining soils.
5. Rights-of-way and center median landscapes with drip irrigation systems, must be hand watered occasionally to water in fertilizers and/or to wash off soot and dirt from plants.
6. Litter removal will be performed on Mondays beginning with the mini-park playground, and library first then all other contract areas.

VI. FORMS

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work was successfully performed within the past three (3) years of a similar size and nature. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar Value of Contract: \$ _____ Contract Dates: _____

Requirements of Contract: _____

BIDDER'S STATEMENT OF SUBCONTRACTORS

The Bidder is **required** to state below all Subcontractors to be used in the performance of the proposed contract, and what portion of work will be assigned to each Subcontractor. Failure to provide details of Subcontractors may be grounds for rejection of bid. **NOTE:** Add additional pages if necessary.

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

Company Name: _____ Contact Name: _____

Address: _____ Phone Number: _____

_____ Fax Number: _____

Dollar amount of sub-contract: \$ _____ Contract Dates: _____

Contractor's License #: _____

Requirements of contract: _____

What portion of work will be assigned to this Subcontractor: _____

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is **required** to list all necessary equipment to complete the work as specified. The Bidder shall state below the motive, industrial, construction and other equipment which Bidder has or will have available to perform the work under this contract prior to the commencement of the contract. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period. In instances where required equipment is not presently owned, the Bidder shall explain how the equipment will be made available prior to commencement of the work.

NOTE: Add additional pages if necessary.

Equipment:

Equipment Description:

Owned ☐ Rented ☐ Other ☐ (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

Owned ☐ Rented ☐ Other ☐ (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

Equipment Description:

Owned ☐ Rented ☐ Other ☐ (explain below)

If Owned, Quantity Available: _____

Year, Make & Model: _____

Explanation: _____

BIDDER'S STATEMENT OF FINANCIAL RESPONSIBILITY

The Bidder is required to furnish below a statement of financial responsibility, except when the Bidder has previously completed contracts with the City of San Diego covering work of similar scope.

I, _____, certify that my company, _____, has sufficient operating capital and/or financial reserves to properly fund the services identified in these contract specifications for a minimum of two (2) full months. I agree that upon notification of provisional award, I will promptly provide a copy of my company's most recent balance sheet, or other necessary financial statements, as supporting documentation for this statement, if requested. I understand that this balance sheet, as well as any other required financial records, will remain confidential information to the extent allowed under the California Public Records Act.

I certify under penalty of perjury under the laws of the State of California that the information contained in this statement is true and correct.

Dated: _____ Signature: _____

CONTRACTOR INFORMATION FORM

CONTRACTOR: _____

BID NUMBER: _____

CONTRACT TITLE: _____

CONTACT PERSON: 7:00 a.m. to 3:30 p.m. _____

PHONE NUMBER: One (1) Hour Response or Less _____

FAX NUMBER: _____

PAGER NUMBER: _____

CELL PHONE NUMBER: _____

EMERGENCY NUMBER: _____
(For non working hours including weekends and holidays)

NAME OF ON SITE (WORKING) SUPERVISOR: _____
(Capable of discussing all aspects of the contract)

NAME OF NON-WORKING SUPERVISOR: _____

NAME OF IRRIGATION SPECIALIST: _____

NAME OF PESTICIDE USE SUPERVISOR: _____
(Must possess Category B, Qualified Applicators Certificate)

NUMBER OF EMPLOYEES ASSIGNED TO JOB SITE: _____

DAYS OF WEEK (EMPLOYEES) ON SITE (CIRCLE): S M T W TH F S

PRINT NAME: _____

SIGNATURE: _____

THIS FORM MUST BE CURRENT AT ALL TIMES. REPORT ANY CHANGES IN
WRITING TO THE CONTRACT ADMINISTRATOR.

Certification Survey

For Small, Ethnically and Culturally Diverse,
Woman, Disadvantaged, Disabled Veteran, Or Other Businesses

All Contractors are required to complete this form and return it with their bid package.

Company Name: _____

Mailing Address: _____

Telephone No.: (_____) _____

E-Mail Address: _____

1. Contractor's company is **currently** certified as small, ethnically and culturally diverse, woman, disadvantaged, disabled veteran, or other business? ☐ Yes ☐ No

Certification Number/Agency: _____

2. Contractor's company has applied for certification? ☐ Yes ☐ No

If yes, which agency? _____

3. Contractor's company is an independently owned business? ☐ Yes ☐ No

4. Contractor's company is 51% or more owned by a socially, economically, disadvantaged individual*? ☐ Yes ☐ No

5. SIC Code: _____ NAICS: _____

6. Number of Employees: _____

7. Annual Gross Receipts (three year average): _____

8. This is not an application for certification. If you would like to receive an application for certification, please check box: ☐

I certify that this information is correct: _____
Authorized Signature (Date)

* Black Americans, Native Americans, Hispanic Americans, Asian-Pacific Americans, Subcontinent Asian Americans, Women, any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) at such time as the SBA designation becomes effective.

**MONTHLY WORK SCHEDULE
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT**

CAT II TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
IRRIGATION INSPECTION 52												
LITTER REMOVAL 52												
WEED REMOVAL 12												
EDGING 12												
PRUNING – TREES 4												
PRUNING – SHRUBS AND GROUND COVER 12												
FERTILIZATION – COMPLETE 4												
FERTILIZATION – ORGANIC 2												
MULCH REPLACEMENT 1												

CAT II(A) TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
LITTER REMOVAL 52												
WEED REMOVAL 12												
SWEEPING – PAVED MEDIANS 12												

MONTHLY WORK SCHEDULE (cont.)
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT

CAT III TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
LITTER REMOVAL 52												
WEED REMOVAL 12												
SWEEPING – PAVED MEDIANS 1												

CAT V TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
IRRIGATION INSPECTION 52												
LITTER REMOVAL 52												
WEED REMOVAL 12												
EDGING 12												
PRUNING – TREES 4												
PRUNING – SHRUBS AND GROUND COVER 12												
FERTILIZATION – COMPLETE 4												
FERTILIZATION – ORGANIC 2												

MONTHLY WORK SCHEDULE (cont.)
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT

CAT V(A) TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
LITTER REMOVAL 52												
WEED REMOVAL 12												
PRUNING 12												

CAT IX TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 12												
LITTER REMOVAL 3												
WEED REMOVAL - RIGHTS-OF-WAY 12												

CAT IX(A) TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 1												
CLEANING MALER LOT 1												

**MONTHLY WORK SCHEDULE (cont.)
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT**

CAT X TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
IRRIGATION INSPECTION 52												
LITTER REMOVAL 104												
WEED REMOVAL 12												
PRUNING – TREES 4												
PRUNING – SHRUBS AND GROUND COVER 12												
FERTILIZATION – COMPLETE 4												
FERTILIZATION – ORGANIC 2												

CAT X(A) TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
LITTER REMOVAL 104												
WEED REMOVAL 12												
SWEEPING – SIDEWALK 12												
MULCH MAINTENANCE 104												
MULCH REPLACEMENT 1												
SAFETY INSPECTION – PLAYGROUND EQUIPMENT 260												

MONTHLY WORK SCHEDULE (cont.)
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT

CAT XI TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 12												
SWEEPING – GUTTERS 12												

CAT XIII TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
IRRIGATION INSPECTION 52												
LITTER REMOVAL 156												
WEED REMOVAL 12												
MOWING AND EDGING TURF 52												
EDGING 12												
PRUNING – TREES 4												
PRUNING – SHRUBS AND GROUND COVER 12												
AERIFICATION 2												
FERTILIZATION – COMPLETE 4												
FERTILIZATION - ORGANIC 2												

MONTHLY WORK SCHEDULE (cont.)
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT

CAT XIII(A) TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
LITTER REMOVAL 156												
WEED REMOVAL 12												
SWEEPING – SIDEWALK 52												
SWEEPING – PARKING LOT 12												

CAT XIV TASKS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SUPERVISORY INSPECTION 52												
LITTER REMOVAL 52												
WEED REMOVAL 12												
PRUNING - TREES 4												
FERTILIZATION - TREES 2												
IRRIGATION – TREES 42												
SWEEPING 52												

**WEEKLY WORK SCHEDULE
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 a.m.					
8:00 a.m.					
9:00 a.m.					
10:00 a.m.					
11:00 a.m.					
12:00 p.m.					
1:00 p.m.					
2:00 p.m.					
3:00 p.m.					
4:00 p.m.					
5:00 p.m.					
6:00 p.m.					

**SITE INSPECTION PUNCH LIST
PENASQUITOS EAST MAINTENANCE ASSESSMENT DISTRICT**

AREAS TO BE INSPECTED AND REPORTED WEEKLY.

MAJOR PROBLEMS SHOULD BE REPORTED TO CONTRACT ADMINISTRATOR WITHIN TWENTY-FOUR (24) HOURS.

INSPECTED	COMPLETED	PROBLEM/COMPLETION DATE
SUPERVISORY INSPECTION		
IRRIGATION:		
INSPECTION		
TREE		
LITTER REMOVAL		
WEED REMOVAL		
WEED REMOVAL - RIGHTS-OF-WAY		
MOWING AND EDGING TURF		
EDGING		
PRUNING :		
TREES		
SHRUBS		
GROUND COVER		
FERTILIZATION:		
COMPLETE		
ORGANIC		
TREES		
AERIFICATION		
MULCH:		
MAINTENANCE		
REPLACEMENT		
SWEEPING:		
PAVED MEDIANS		
SIDEWALK		
GUTTERS		
PARKING LOT		
CLEANING MALER LOT		
SAFETY INSPECTION – PLAYGROUND EQUIPMENT		
OTHER:		
COMMENTS:		
Inspected By: Date:		

Date Contract Administrator (or Designee) Notified of Problem: _____



FRANCHISE UTILITY COMPANY ONLY
MAY NOT BE SUBMITTED BY CONTRACTOR

City Use Only

AUTH. # _____

BY: _____

☐ YES ☐ NO

DATE REVIEWED: _____

STREET/SIDEWALK BLOCKAGE REPORT FORM

TO: CITY OF SAN DIEGO, TRAFFIC PERMITS SECTION

DATE: _____

FROM (COMPANY): _____

PHONE NO.: _____

CONTACT PERSON: _____

PHONE NO.: _____

SUBCONTRACTOR: _____

FAX NO.: _____

WE WILL BE WORKING ON THE FOLLOWING CITY STREET:

LOCATION: _____

BETWEEN: _____ AND _____

THOMAS BROS. INDEX – PAGE NO. _____

TYPE OF WORK: _____

LANE CLOSURE	<input type="checkbox"/>	STREET CLOSURE	<input type="checkbox"/>	TRENCHING	<input type="checkbox"/>
SIDEWALK CLOSURE	<input type="checkbox"/>	ALLEY CLOSURE	<input type="checkbox"/>	FLAGGING	<input type="checkbox"/>
PARKING LANE	<input type="checkbox"/>	DETOUR _____	<input type="checkbox"/>		

START DATE: _____ END DATE: _____

WORK DAYS: MONDAY THROUGH FRIDAY

(NO WORK ON SATURDAYS, SUNDAYS, OR HOLIDAYS UNLESS APPROVED AND NOTED IN "COMMENTS")

WORK HOURS: 8:30 A.M. TO 3:30 P.M. (UNLESS OTHER HOURS ARE PRE-APPROVED)

COMMENTS: _____

FAX OR MAIL TO:

CITY OF SAN DIEGO
TRAFFIC CONTROL PERMITS SECTION
1222 FIRST AVENUE, M.S. 502
SAN DIEGO, CA 92101
FAX NO. (619) 446-5294

MINIMUM OF FIVE (5) WORKING
DAYS NOTIFICATION REQUIRED
FOR CONSTRUCTION WORK
WHICH AFFECTS TRAFFIC
SIGNALS
CALL: (619) 446-5294

FOR QUESTIONS CALL: (619) 446-5294

MUST BE SUBMITTED A MINIMUM OF TWO (2) WORKING DAYS PRIOR TO WORK STARTING